

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Materials Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides management and oversight to daily supervision of the city's Internal Service Fund - Storehouse (ISF-Storehouse) operation. Ensures that assigned material support responsibilities are accomplished in a professional, customer oriented, and timely manner while maintaining a proper level of fiscal accountability and material security. Ensures proper implementation of and compliance with city policies and procedures as they apply to ISF-Storehouse operations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages materials by developing and implementing stocking criteria, determining needed supplies and ordering them, overseeing stock expenditures, and ensuring proper security and accountability is maintained concerning issued stock and plant accounts.
2	S	Provides planning and analysis by anticipating operational requirements and problems, gathering and analyzing data and information, and developing, implementing, and monitoring an appropriate plan of action.
3	S	Provides Advantage Financial (AFIN) System support by functioning as the city's technical expert for use and application of the AFIN System's Inventory module, provides training for module, oversees ISF-Storehouse's operational computer and software needs and facilitates appropriate implementation or problem resolution.
4	S	Offers customer service by resolving material support problems, interface with vendors regarding orders and payment, and providing services and assistance with support materials.
5	S	Oversees accounting by developing and managing the ISF-Storehouse's operating and revenue budgets, computing and charging out overhead to customer activities, overseeing material transaction charges to customers, and developing financial statements.
6	S	Supervises personnel by overseeing assigned staff, facilitating employee training, monitoring performance and assisting in problem areas, and performs annual employee performance evaluations.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in Material Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical specifications, policies and procedures, correspondence, and legislation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and algebra.
Writing	Work requires the ability to write correspondence, policies and procedures, and specifications.
Managerial	Managerial responsibilities include overseeing daily operations, developing plans and budgets, allocating resources, and identifying and implementing new technology.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inspecting inventory
Sitting	F	Computer, desk work, driving
Walking	F	Touring spaces, to/from office equipment
Lifting	R	Records, inventory
Carrying	R	Records, inventory
Pushing/Pulling	R	Records, inventory
Reaching	O	Inventory, ladders
Handling	F	Records, inventory, paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Inspecting inventory
Twisting	O	Inspecting inventory
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Computer, desk work, inspecting inventory, driving
Hearing	C	Staff, supervisor, customers, suppliers, telephone
Talking	F	Staff, supervisor, customers, suppliers, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Adding machine, calculator, fax machine, typewriter, copy machine, laser or inkjet printer, computer, AFIN, Standard Microsoft Windows and Office software, DS Designer, DBRS Budget system, PeopleSoft, vehicle

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	W		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	X
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1) Material Handling Ops.

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, hard hat

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)